

NO INCOMING STATUS REQUISITION REPORT

AWAITING PARTS UNIT

05 February 2002

Objective

The objective of the No Incoming Status Requisition Report is to conduct MILSTRIP follow-up action on requisitions that the originator has not received supply system status.

Reference

CNAPINST 4440.2

Background

When a requisition is originally released into the supply system RSupply will send a DOC ID A0A to the POE. NAS Lemoore's POE is NDZ for consumables and N32 for repairables. At times updated status is not received for outstanding requisitions. While there are numerous reasons why this happens, the simple resolution is to conduct an ATA MILSTRIP follow-up action to the last holding activity. When conducting MILSTRIP follow-ups follow the MILSTRIP FOLLOW-UP PROCEDURES. When working the Requisition Listings you will have to take into consideration all of the MILSTRIP entries in order to determine/select the correct course of action. Be aware that action taken on the Requisition Listings may affect the status of the requisition and financials.

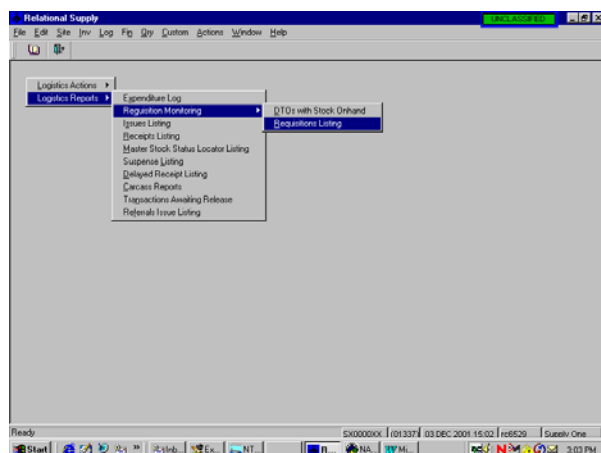
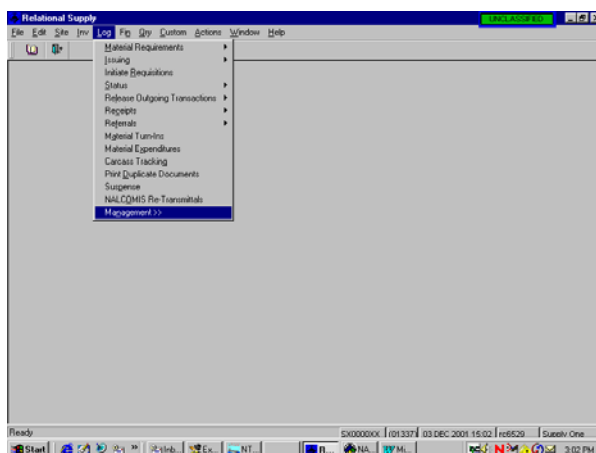


Ensure you read the whole step before you perform the step. Some steps include explanations as to why that step is necessary and some steps have multiple sub-steps.

Buttons are located on the Document Control and the standard toolbar. Icons refer to buttons that are located on pull down menus.

ACTIVE REQUISITION TABLE MAINTENANCE REPORT PRINTING PROCEDURES

1. This report will be printed on a weekly basis by the CCS LPO.
2. On the RSupply main menu, click the <Log> icon and then click the <Management> button. Then click the <Logistics Reports> button, then <Requisition Monitoring> button and then the <Requisitions Listing> button.



3. On the Requisition Listing screen the following data entries will be made:

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a. For AWP Hi-Priority requisitions:

SECTION	OPTIONS	SELECTION
Designate Material	DTO	Click DTO button
Optional	Fund Code	Enter JE (AIRPAC AOM)
Optional	Project Codes	ZC8, BK0, BK1, ZY3, ZQ9
Optional	Days Plus	Enter 1
Status	Cancellation Status	Click No Incoming Status button

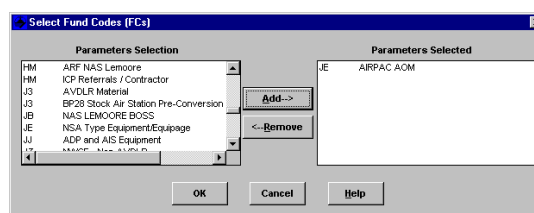
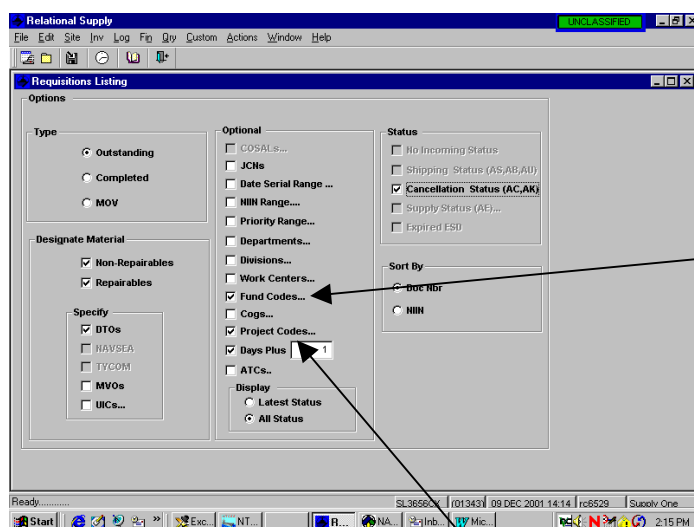
Table 1

b. For AWP Low-Priority requisitions:

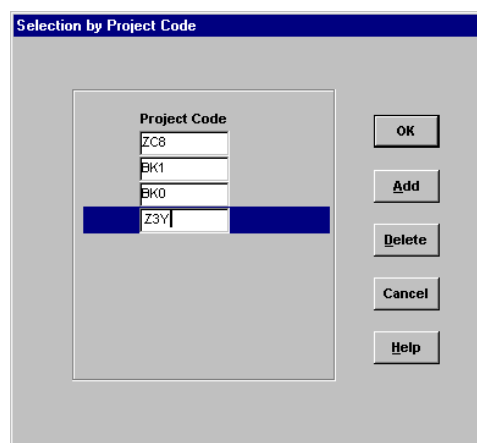
SECTION	OPTIONS	SELECTION
Designate Material	DTO	Click DTO button
Optional	Fund Code	Enter JE (AIRPAC AOM)
Optional	Project Codes	AK2, MK2
Optional	Days Plus	Enter 1
Status	Cancellation Status	Click No Incoming Status button

Table 2

c. The Requisitions Listing screen will have the following options marked:



When you click the Fund Code button you will have to select the desired Fund Code.



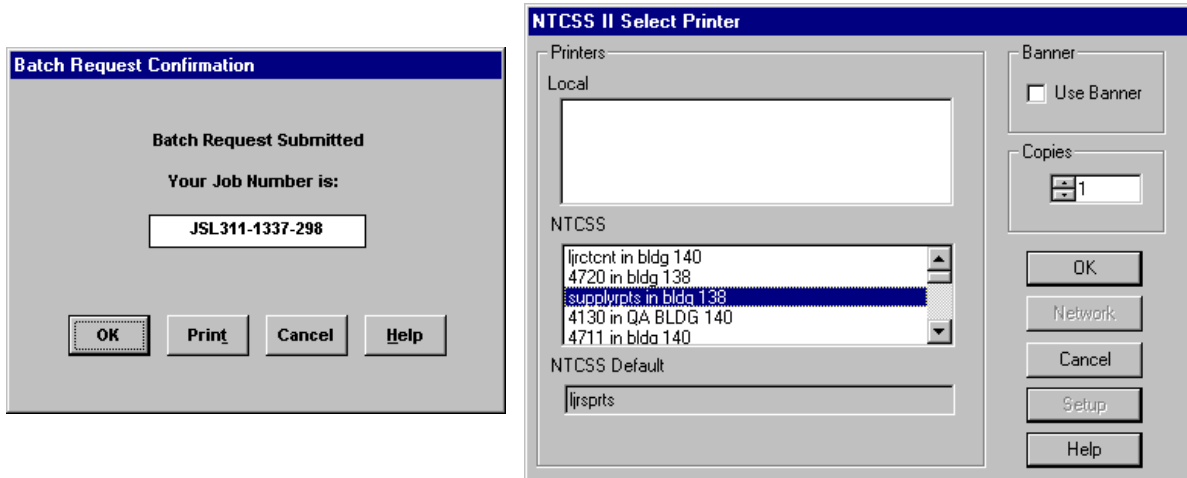
When you click the Project Code button you will have to enter the desired Project Codes (five (5) entries maximum).

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- Once the options have been selected, click the <Apply> icon.
- On the "Batch Request Confirmation" screen, click the <OK> button. Then on the NTCSS II Select Printer screen select the printer you want to print on and then click the <OK> button. On the NTCSS PID screen, click the <OK> button.



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ACTIVE REQUISITION TABLE MAINTENANCE PROCEDURES

1. Review the report to ensure that the printed report matches the selected criteria that you entered. On the first page of the report will list the criteria that were selected. **CAUTION:** Requisitions may be listed on several reports if it meets the criteria requirements for that report. For example, if a requisition had an AC1 sent and also has an expired ESD it will be listed on both the Cancellation Status report and the Expired ESD report simultaneously.
2. When an activity submits a MILSTRIP A0A DOC ID to the POE, the POE should respond with one of the following two status' (The POE may issue other status updates as appropriate):

STATUS	DEFINITION
BM	Document forwarded to the activity indicated in cc 67-69.
BA	Item being processed for release and shipment.

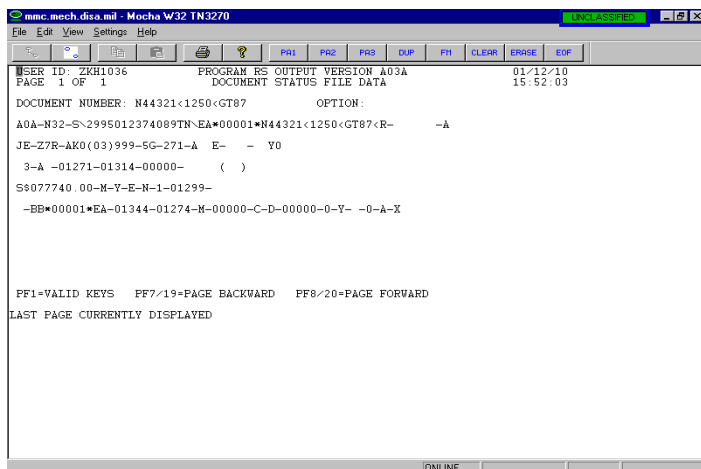
Table 3

3. Before MILSTRIP action is taken check for updated status in the following systems or web sites to ensure that RSupply has the most current status.
 - a. Check the status in NALCOMIS on the DDSN Inquiry screen. If NALCOMIS has updated incoming status annotate the report with that status and input the current status into RSupply. Follow the MILSTRIP FOLLOW-UP PROCEDURES for posting an AE1 DOC ID. **NOTE:** When NALCOMIS incoming status is more current than RSupply status this is usually due to the storekeeper or clerks posting status in NALCOMIS vice in RSupply.

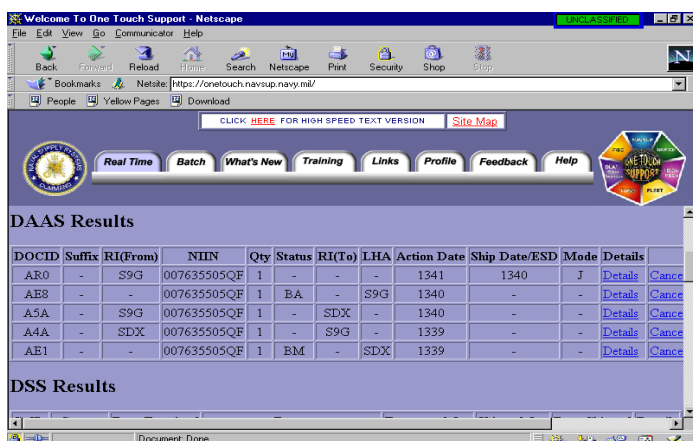
The screenshot shows the NALCOMIS IMA - [DDSN Inquiry - Basic] window. The window is divided into several sections: Basic, History, NSN Data, Quantity Data, Maintenance Data, and Current Status. The Basic section contains fields for DDSN, Org, Priority, and Unit Price. The NSN Data section contains fields for NSN, CAGE, Part Number, and Unit Price. The Quantity Data section contains fields for QTY, QTY UNIT, and QTY PRICE. The Maintenance Data section contains fields for MCH, JCM, Org, WIC, BURO/SERNO, and LSC. The Current Status section contains fields for LSC, LSC BR, and LSC Trm. The window also has a Close button at the bottom.

- b. If a requisition was referred to N32 check the web site for status. If there is current status, annotate the report with that status and input the current status into RSupply. Follow the MILSTRIP FOLLOW-UP PROCEDURES for posting an AE1 DOC ID. **NOTE:** The POE may have released status but we have not received it via electronic means to date.

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- c. If a requisition was referred to NDZ check the web site for status. If there is current status, annotate the report with that status and input the current status into RSupply. Follow the MILSTRIP FOLLOW-UP PROCEDURES for posting an AE1 DOC ID. **NOTE:** The POE may have released status but we have not received it via electronic means to date.



- 1.) An additional step for consumable items is to verify that there is no record of the requisition at the ICP via WEBCATS. If there is current status, annotate the report with that status and input the current status into RSupply. Follow the MILSTRIP FOLLOW-UP PROCEDURES for posting an AE1 DOC ID. **NOTE:** The POE may have released status but we have not received it via electronic means to date. The following table is provided for information:

COG	ICP RIC
3G/9G	S9G
3Z/9Z	S9I
3C/9C	S9C
3N/9N	S9E

Table 4

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Requisition Number	Suffix	National Stock Number	Quantity	Priority Code	Modified Priority Code	Required Delivery Date	Modified RDD	Milstrip Status Code	Supplementary Address
N443211324G585		1620010888494	1	06	06	777	777	BV	Y

- 2.) VLIPS web site may also be checked for current status – DLA, NAVICP-P FISCs and Boeing FIRST (QW4) transmit status to this site.
4. After checking the above systems/web sites and it is determined that there is not a record established in the supply system then an ATA DOC ID MILSTRIP follow-up will have to be processed, follow the MILSTRIP FOLLOW-UP PROCEDURES. The ATA will be sent to the last holding activity.
CAUTION: If the requisition is for a stock number that the NIIN starts with “LL-P23” do not send an ATA via NALCOMIS. You will conduct the follow-up action by calling the NAVICP-P Part Number section and verbally refer the requisition to them.
5. At times conducting MILSTRIP follow-up actions do not establish the requisition at the last holding activity. If this is the case, contact the appropriate POE Customer Service and coordinate the referral. Contact your Lead or LPO for any additional guidance that you may need.
6. After you have completed follow-up actions and/or completely annotated the report, initial the first page and place the Julian Date next to your initials.
 - a. The weekly report will be routed to the CCD Officer or the ASD LCPO for management review.
7. File the report in the AWP RSupply No Incoming Status Report binder and retain for six (6) months.